Make a BINGO card in Excel

1. Open an MS Excel Spreadsheet document.
2. Make a header which includes your name in the top left, the current time in the centre, and the name of this assignment “Bingo Card” in the top right.
3. Format the height of rows 1-6 to 70.
4. Format the width of columns A-E to 15
5. In cells A1 through E1
   * Set Horizontal Alignment to “Center”
   * Set Vertical Alignment to “Center”
   * Set the Font Size to 48
   * Set the Font Style to Bold
6. Put caps lock on, and type one letter in each cell from A1 through E1 – spelling the word BINGO.
7. In cells A2 to E6:
   * Set the Horizontal Alignment to Center
   * Set the Vertical Alignment to Center
   * Set the Font Size to 24
   * Set the Decimal Places to 0
8. Click in cell A2 and type =RAND() \* 10
   * Note:  This is a formula that tells Excel to generate a random number between 0 and 1 and multiplies that random number by 10 so that a whole number between 0 and 10 is displayed.
9. You should now have a whole number between 0 and 10 displayed in the cell.  This is the result of the formula that you entered into the cell.
10. Copy and paste this formula so that all cells from A2 to E6 contain it. (You may use the fill function for this.)
11. Click in cell C4 and type the word FREE. Make the word red.
12. Save your work with the file name BINGO.
13. Email me a screenshot of your BINGO card, taken in Page layout view so I can see your header. Please put the image into the body of your email. Be sure the subject line reads Bingo PerX YourName (replace the X with your IT period and YourName with your name).

At the end, you should have a Bingo card that looks like this…

